

Using your ePortfolio to support you in an interview or a review meeting

John Pallister

Compiling your ePortfolio

- You will collect and store a wide range of digital evidence/artefacts in ePortfolio
- As your ePortfolio grows and develops it will store a lot of evidence/artefacts that you can be use for many different purposes

The presentational ePortfolio

- There will be very few occasions when you will want to show someone everything that you have stored in your ePortfolio
- Sometimes you will want to select specific evidence/artefacts from your ePortfolio for a specific purpose e.g. a review meeting with your Tutor or parents, an interview for a course or job etc
- You will store the evidence/artefacts that you select in a 'presentational ePortfolio'

audience



Present evidence from the presentational ePortfolio in the meeting or interview

Think about the purpose of the meeting or interview

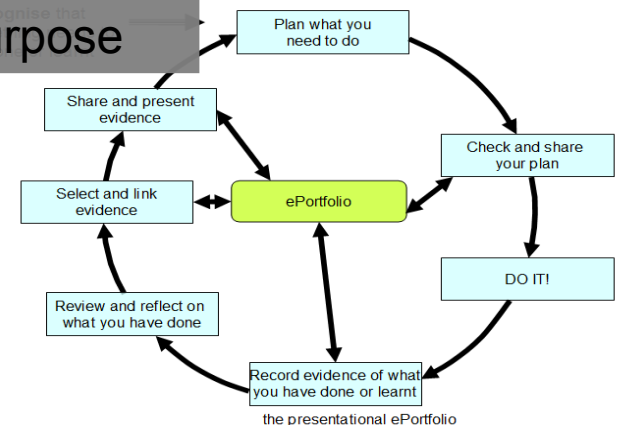


Link selected evidence into the presentational ePortfolio



Select the evidence for the purpose

the ePortfolio Process



the presentational eF

interview or presentational situations

Typical situations including:

- Tutor reviews;
- Peer reviews;
- Annual reviews;
- Progression reviews;
- Employment interviews;
- Higher education interviews.

using a presentational ePortfolio to help you to prepare for an interview or presentational situation

- As you prepare for an interview or meeting you will need to think about:
 - the purpose of the interview or meeting
 - the questions you might be asked
 - the evidence that you might be expected to have with you:
 - qualifications
 - career plans
 - targets and aspirations
 - experiences
 - Competency
 - etc
 - your strengths and things that you want them to know about you – *what makes you special?*

Relationship between purpose and content

- The purpose of the interview or presentational situation will determine what you will want to have in your presentational ePortfolio

Advantage ..(1)

- By thinking about the purpose of the interview or meeting and by looking at and selecting appropriate evidence, you will develop a better understanding of your strengths and weaknesses.
- By compiling your presentational ePortfolio you will be better prepared for the interview or meeting

using a presentational ePortfolio in an interview or presentational situation

- You can use your presentational ePortfolio to support you in an interview or presentational situation
- It will help you to present evidence of your:
 - plans
 - achievements
 - learning experiences
 - aspirations
 - reflections and thinking
 - competence

Advantage .. (2)

- In the meeting you will be able to find any evidence that you are asked for very quickly
- You will be able to present it in an attractive format and demonstrate your ICT, organisational and presentational skills
- Because you have prepared the presentational ePortfolio to include all of the evidence that the job description or meeting brief will require, it will help you to remember things that you might want to highlight or talk about
- It will provide a very useful focus and is likely to encourage discussion

Example 1: employment interview

- The employer will have identified a set of competencies that they want the applicant to have – these competencies will be listed in the job description/person specification
- You will need to select the most appropriate evidence from your ePortfolio that shows that you have the required competencies
- This evidence will be copied or linked into your presentational ePortfolio
- The presentational ePortfolio will be used in the interview or presentational situation

Example 2: annual Tutor review meeting

- The Tutor will want to look at evidence of your progress, learning, achievements and career plans
- You will need to select the most appropriate evidence from your ePortfolio that shows:
 - what and how you have learnt;
 - how you have performed compared with your targets;
 - what career plans are and what you have done to move forward with your plans;
- This evidence will be copied into your presentational ePortfolio
- The presentational ePortfolio will be used in the interview or presentational situation

Format of the presentational ePortfolio

How the presentational ePortfolio is structured and formatted will be determined by the interview or presentational situation;

- If the presentational ePortfolio is to be used by a manager, prior to a formal interview, it might be appropriate to create an interactive presentational ePortfolio that the manager can explore in a random fashion;
- If the presentational ePortfolio is to be used by the candidate in a formal presentation situation it might be appropriate to structure the presentational ePortfolio as a linear presentation.

Insert video